



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 21, 2009

Ricardo Schonbrunn, CFO
PG Films, Inc.
1840 Dornoch Court
San Diego, CA 92154

Dear Mr. Schonbrunn:

RE: FINAL MONITORING VISIT REPORT FOR PG FILMS, INC. – ET08-0323

Date of the Visit:	N/A
Beginning/Ending Time of Visit:	N/A
Date of Last Visit:	4/4/09
Visit Location:	N/A
Persons in attendance:	N/A
Action Required:	No

CONTRACT INFORMATION

Term of Agreement:	12/26/07-12/25/09	Agreement Amount:	\$74,880
Training Start Date:	4/10/08	No. to Retain:	46
Date Training must be Completed:	9/25/09	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

*ACTION ITEMS REMAINING
FROM THE PRIOR VISIT:*

None

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1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
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(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (05/16/2007)

MONITORING HISTORY OF AGREEMENT

The ETP Analyst made numerous attempts between September 2009 – December 2009 (as documented in the project file) to schedule a Final Monitoring Visit with PG Films, Inc. (PGF) via telephone or in person, however; she never received a response regarding scheduling the visit. Therefore, this report contains no statements from the Contractor, PGF, on the status of this training project, benefits of training, or why the Contractor was unable to complete all training as specified in the Agreement.

FINAL REPORT SUMMARY

- **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 4/07/08. Training commenced on 4/10/08. The ETP class/lab tracking system reflects that the last day of recorded training under this Agreement was 1/29/09, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – 12/25/09.

ETP approved one amendment during the term of the Agreement which extended the Agreement term by 12 months.

The Analyst noted that the PGF staff person responsible for the ETP record keeping left the company sometime during the early summer of 2009 and was not replaced.

PROJECT STATUS

Trainees Started Training:	59	Completed Training:	9
Trainees Enrolled:	59	Completed Retention:	Not Known
Dropped Following Enrollment:	46	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	9		

As of the date of this report, ETP records show that 9 trainees completed from 18-60 training for a grand total of 278 hours of training. This equates to a potential reimbursement of \$7,228.00, assuming that all Agreement performance requirements are met. This amount is approximately ten percent (10%) of the Agreement amount. To date, PGF has not requested any progress or final reimbursement payments. As specified in the Agreement, the above mentioned 9 trainees, must have also completed a 90-day retention period by 12/26/09, while employed full-time (35 hours or more per week) earning at least \$12.89 per hour by the end of the retention period.

CLOSEOUT INVOICE

You are advised that if PGF decides to invoice ETP for the aforementioned trainees, the closeout invoice is due to the ETP Fiscal Unit in Sacramento no later than 30 days after the end term date of the Agreement or 1/26/10. Feel free to contact the help Desk in Sacramento at 916-327-5379 or at help@etp.ca.gov for assistance in completing the closeout invoice.

AUDIT

PGF will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

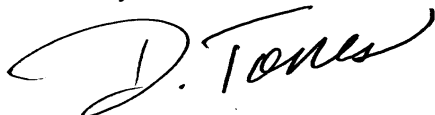
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

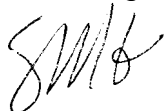
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Ms. Godin at 619-686-1918, or at sgodin@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Regional Office



Suzanne Godin, Contract Analyst
San Diego Regional Office

cc: Fiscal Unit
Master File
Project File